

## DEPARTMENT OF WORKFORCE DEVELOPMENT

Division of Economic Support Bureau of Welfare Initiatives

**TO: Economic Support Supervisors** 

**Economic Support Lead Workers** 

**Training Staff** 

**FSET Administrative and Provider Agencies** 

**Child Care Coordinators** 

W-2 Agencies

**BWI OPERATIONS MEMO** 

No.: 99-32

File: 2499

Date: 04/08/99

Non W-2 [] W-2 [X] CC []

PRIORITY: Medium

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Program Implementation Team

Policy Analysis and Program Implementation Section

SUBJECT: WELFARE-TO-WORK (WtW) INFORMATION

CROSS REFERENCE: DWD/DWE WtW Program Letter WtW 99-04.

## **PURPOSE**

We are providing the attached memo to assist staff in those W-2 agencies that have an agreement with the Private Industry Council/Workforce Development Board to provide services under the Welfare-to-Work (WtW) Program. If you are not sure whether your agency is involved in WtW, ask your supervisor.

The Division of Workforce Excellence (DWE) memo details processes that W-2 agency staff acting as WtW case managers must use to ensure accurate CARES information for WtW participants.